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# കേരള ഗസറ്റ്
# KERALA GAZETTE
# അസാധാരണം
## EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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Thiruvananthapuram,
Wednesday

2026 മാർച്ച് 18
18th March 2026
1201 മീനം 4
4th Meenam 1201
1947 ഫാൽഗുനം 27
27th Phalguna 1947

നമ്പർ
No. 1283

GOVERNMENT OF KERALA

**General Administration (Services A) Department**

NOTIFICATION

G. O. (P) No. 7/2026/GAD.

*Dated, Thiruvananthapuram, 13th March, 2026*
*29th Kumbham, 1201*
*22nd Phalguna, 1947.*

**S. R. O. No. 439/2026**

In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Special Rules for the Kerala Secretariat Subordinate Service published as notification under G. O. (P) No. 208 of General Administration (Rules) Department dated 5th July, 1967 in Part I of the Kerala Gazette No. 27 dated 11th July, 1967, namely:—

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RULES

1. *Short title and commencement*.—(1) These rules may be called the Kerala Secretariat Subordinate Service (Amendment) Rules, 2026.

'(2) They shall come into force at once. Clause (d) of sub-rule (2) of rule 2 shall have retrospective effect from 9th November, 2018. The remaining provisions of these rules, except clause (d) of sub-rule (1) of rule (2), clause (f) of sub-rule (2) of rule 2, clause (d) of sub-rule (4) of rule 2, shall have retrospective effect from 29th September, 2020.'

2. *Amendment of the Rules*.—In the Special Rules for the Kerala Secretariat Subordinate Service, 1967,—

(1) in rule 2,—

(a) after Category "16. Clerical Assistant" the following Category shall be inserted, namely:—

"16A. Binding Supervisor";

(b) after Category "17. Binder" the following Category shall be inserted, namely:—

"17A. Lift Supervisor";

(c) after Category "22. Office Attendant" the following categories shall be inserted, namely:—

"23. Security Officer

24. Assistant Security Officer

25. Sergeant

26. Head Guard

27. Security Guard".

(d) after Category "27. Security Guard" the following Note shall be inserted, namely:—

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Note:—The Category "Nottam" will be treated as vanishing category and the post will cease to exist as and when the person holding the post on the date of this amendment gets promoted or appointed by transfer to another post/category or retires from service,

(2) in sub-rule (a) of rule 4,—

(a) in the entry (ii) against 'Category 16. Clerical Assistant', after the words 'By transfer from Lift Operators/Duplicating Machine Operators', the symbol and word '/Nottam' shall be inserted.

(b) for the Note under "Category 16. Clerical Assistant" the following Note shall be substituted, namely:—

'Note:—For appointment to the post of Clerical Assistant, the seniority among Attenders, Lift Operators, Duplicating Machine Operators and Nottam shall be decided on the basis of the seniority of the employees in the post of Office Attendant, had they been continuing in that post.'

(c) after Category "16. Clerical Assistant" and the entries against it under the heading "Method of appointment", the following Category and entry shall be inserted, namely:—

| | | |
|---|---|---|
| "16A. Binding Supervisor | — | By promotion from Binders in the Secretariat;" |

(d) for the entries against "Category 17. Binders" the following entries and Note shall be substituted, namely:—

"(i) By transfer from Office Attendant, Attender, Clerical Assistant, Duplicating Machine Operator, Nottam, Lift Operator and Last Grade Servants in the Secretariat.

(ii) In the absence of qualified persons under item (i) above, by direct recruitment."

'Note:—For appointment to the post of Binder, the seniority among the feeder categories shall be decided on the basis of the seniority of the employees in the post of Office Attendant and/or in the post of Last Grade Servants, had they been continuing in that post.'

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(e) after "Category 17. Binders" and the entries against it under the heading "Method of appointment", the following Category and entry shall be inserted, namely:—

| | | |
|---|---|---|
| "17A. Lift Supervisor | — | By promotion from lift operators in the Government Secretariat." |

(f) after "Category 21 Nottam" and the entries against it under the heading "Method of appointment", the following 'Note' shall be inserted, namely:—

"Note:—The category "Nottam" will be treated as vanishing category and the post will cease to exist as and when the person holding the post on the date of this amendment, gets promoted or appointed by transfer to another post/category, or retires from service"

(g) after "Category 22. Office Attendant" and the entries against it under the heading "Method of appointment", the following Categories and entries shall, respectively, be inserted, namely:—

| | | |
|---|---|---|
| 23. Security Officer | — | "By Promotion from Sergeant/ Assistant Security Officer in the Government Secretariat on the basis of their combined seniority." |
| 24. Assistant Security Officer | — | By Promotion from Head Guards in the Government Secretariat. |
| 25. Sergeant | — | (i) By promotion from Head Guards in the Government Secretariat;<br>(ii) In the absence of qualified persons in item (i) above, by direct recruitment; |
| 26. Head Guard | — | By promotion from Security Guards in the Government Secretariat. |
| 27. Security Guard | — | By direct recruitment from Ex-servicemen.<br>*Note:—'Women candidates are not eligible to apply for the post of Security Guard.'* |

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*Savings:*—Notwithstanding anything contained in these rules, the amendment in qualification introduced after the issue of the notification for selection to the post of Security Guard by the Kerala Public Service Commission shall be applicable to the future notifications to be issued by the Kerala Public Service Commission and shall not affect the advices made from the ranked lists in force, which are prepared on the basis of the qualifications that existed prior to the coming in force of the Kerala Secretariat Subordinate Service (Amendment) Rules, 2026.

(3) in rule 8, in the table, under the headings 'Category' and 'Age' after Assistant Kannada Translators, the following entries shall be inserted, namely:—

| | | |
|---|---|---|
| Security Guard | : | 50 years |

No concession under Rule 10(c) of the General Rules will be available to the candidates belonging to SC/ST and OBC.

| | | |
|---|---|---|
| Sergeant | : | 36 years. |

(4) in rule 9, in the Table,—

(a) after "*Category 16* Clerical Assistant" in column (1) and the entries against it in columns (2) and (3) the following Category and entry shall respectively, be inserted, namely:—

| | | |
|---|---|---|
| Category 16A | | |
| Binding Supervisor | By promotion from Binders | (i) pass in SSLC or its equivalent examination<br>(ii) NCVT Certificate in Book Binding or Pass in Kerala Government Technical Examination in Book Binding (Lower) or MGTE (Lower) |

*Savings:*—Binders who possess the required academic qualification as per the Special rules prevailing before the commencement of the Kerala Secretariat Subordinate Service (Amendment) Rules, 2016 need not pass the basic qualification as prescribed for promotion to the post of Binding Supervisor.

(b) after "*Category 17* Binders" in column (1) and the entries against it in columns (2) and (3) the following Category, entry and Note shall respectively, be inserted, namely:—

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"*Category 17A*

| | | |
|---|---|---|
| Lift Supervisor | By promotion from Lift Operators | Pass in SSLC or its equivalent examination |

*Savings:* Lift Operators who possess the required academic qualification as per the Special Rules prevailing before the commencement of the Kerala Secretariat Subordinate Service (Amendment) Rules, 2016 need not pass the basic qualification as prescribed for promotion to the post of Lift Supervisor.

(c) In Category 18, in entry in column (3) under the heading, "Qualification" the following words shall be omitted, namely:—

"Desirable: Experience in Lift Operation".

(d) after "Category 21 Nottam" in column (1) and the entries against it in column (2) the following 'Note' shall be inserted, namely:—

"*Note*:—The category "Nottam" shall be treated as vanishing category and the post will cease to exist as and when the person holding the post on the date of this amendment gets promoted or appointed by transfer to another post/category, or retires from service"

(e) The Explanation under Category 22, shall be omitted

(f) after "Category 22 Office Attendant" in column (1) and the entries against it in columns (2) and (3) the following Categories, entries and Explanation shall respectively, be inserted, namely:—

*Category 23*

| | | |
|---|---|---|
| Security Officer | By Promotion from Sergeant/ Assistant Security Officer in the Government Secretariat on the basis of their combined seniority. | |

*Category 24*

| | | |
|---|---|---|
| Assistant Security Officer | By promotion from the Head Guard in the Government Secretariat | (i) Must have completed ten years of Military service in the Army, Navy or Air force along with literacy in English; |

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| | | |
|---|---|---|
| | | (ii) In the absence of qualified hands for promotion under item (i) above, SSLC or equivalent with six months Police or Military training; and<br>(iii) Must be physically fit.<br>*Note:Knowledge in Malayalam or Tamil or Kannada shall be an essential qualification.* |
| *Category 25*<br>Sergeant | (i) By promotion from Head Guard in the Government Secretariat<br>(ii) In the absence of qualified persons in item (i) above, by direct recruitment | (a) for appointment by promotion<br>(i) Must have completed ten years of Military service in the Army, Navy or Air force along with literacy in English;<br>(ii) In the absence of qualified hands for promotion under item (i) above, SSLC or equivalent with six months Police or Military training; and<br>(iii) Must be physically fit.<br>(b) for direct recruitment<br>(i) Must be a pensioned Junior Commissioned Officer of the Army or equivalent in the Navy or Airforce.<br>(ii) Must be Physically fit. Physical fitness:<br>Height—165 cm<br>Chest (normal)—80 cm.<br>Chest (on expansion)—85 cm<br>*Note:Minimum height and chest measurement shall be 160 cm. and 75 cm.* |

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| | | |
|---|---|---|
| | | *respectively for SC/ST candidates. The minimum chest expansion of 5 cm. shall however be applicable to them also.*<br>*Note:Knowledge in Malayalam or Tamil or Kannada shall be an essential qualification.* |
| *Category 26* | | |
| Head Guard | By promotion from Security Guards in the Government Secretariat | |
| *Category 27* | | |
| Security Guard | By direct recruitment | (i) Pass in SSLC or Army First Class or its equivalent qualification.<br>(ii) Physical fitness:<br>Height—165 cm.<br>Chest (normal)—80 cm.<br>Chest (on expansion)—85 cm.<br>*Note* (1): *Minimum height and chest measurement shall be 160 cm. and 75 cm. respectively for SC/ST candidates. The minimum chest expansion of 5 cm. shall however be applicable to them also.*<br>*Note* (2): *Women candidates are not eligible to apply for this post.* |

*Explanation*:—"The Last Grade Servants who possess the required qualification as per the existing rules before the commencement of the Kerala Secretariat Subordinate Service (Amendment) Rules, 2016 need not pass the basic qualification as prescribed in the said rules for promotion to the post of Attender or Clerical Assistant and for by transfer appointment to the post of Lift Operator."

By order of the Governor,

K. BIJU, IAS,
*Secretary.*

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## Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

The Government have decided to include certain categories of post of the Government Secretariat in the Kerala Secretariat Subordinate Service vide G. O. (Rt.) No. 7315/2018/GAD dated 9th November, 2018 and vide G. O. (P) No. 188/2020/GAD dated 29th September, 2020 and also to treat the category 'Nottam' as a vanishing category. The Government have decided to amend the Special Rules for the Kerala Secretariat Subordinate Service to include the provisions as per the said Government Orders and to give effect to them from the date of effect of such Orders as applicable.

The notification is intended to achieve the above object.

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